MEMORANDUM FOR: Director of Training

SUBJECT   : Curriculum for the Support School

    1. As you know, I have formed, under the direction of [ ] a task force to conduct a total system study in the Support Directorate leading toward the design and implementation of new manual as well as automatic data processing systems and techniques. This task force has been functioning for several months and I believe it is becoming increasingly important that the purposes and objectives of the program and some of its implications for the future, as well as the methods and techniques being employed, should begin to be communicated rather widely. Moreover, I believe it is becoming increasingly important that employees in the Support Career Services begin to develop some greater depth of understanding of the ADP world and some of the possible effects it may have upon the way all of us do our jobs in the future.

    2. Specifically, it occurs to me that most, if not all, of the courses to be offered by your new Support School should make some provision for [ ] to appear. Obviously the presentation will have to vary according to the audience to be addressed, but I believe this is important enough to justify allocating as much as four hours in some of the courses while as little as an hour may be adequate in others.

    3. Would you arrange to have the appropriate people get in touch with [ ] so that they can begin planning these appearances and developing suitable materials.

SIGNED Alan M. Warfield

R. L. Bannerman
Deputy Director
for Support

SA-DD/S:RHW:deg (25 Feb 66)
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